

## **Department of Conservation and Recreation**

### **Seasonal Forests & Parks Supervisor I**

Under the general supervision of the Forests & Parks Supervisor or an employee of a higher grade, the Seasonal Forests & Parks Supervisor I assists in the seasonal operation, management and maintenance of the assigned facilities and/or its satellite areas, to provide an integrated program of natural and cultural resource protection, resource-based recreation, community education and public safety.

#### **Duties:**

Supervises and performs work relative to the seasonal operation, administration and maintenance of the assigned facility including such activities as grounds maintenance, building and equipment maintenance and repair and recreational programming.

Supervises assigned staff performing visitor recreation and/or education services, facility maintenance and resource protection programs. Specific responsibilities relative to staff management include: work assignment and scheduling;

work performance review and evaluation; and staff development and training.

Maintains, communicates and enforces professional standards for the quality of visitor services, staff appearance, facility maintenance, public safety and resource protection.

Develops and maintains professional and/or service relationships with Friends Group, users and other organizations

having particular interest in the assigned area, or areas.

Communicates park activities, incidents, and programs to other Departmental staff. Departmental communication

includes the preparation of various written reports, electronic communication via computer, telephone and radio transmission.

Prepares reports and maintains records regarding the daily, weekly, monthly and seasonal operation of the assigned area

to provide information and make appropriate recommendations.

Coordinates the activities and work of volunteers, court referred individuals, etc.; performs other duties as assigned.

Performs related duties such as determining supply needs; operating and performing routine maintenance on various

types of equipment and vehicles; providing information to the general public; interviewing candidates for employment;

providing on the job training; and using small hand tools; and other duties as required.

#### **Minimum Entrance Requirements**

Applicants must have at least (A) two years of full-time or equivalent part-time, technical or professional experience in the field of forestry, parks or recreational management or (B) any equivalent combination of the required experience and substitutions below.

An associates degree or higher with a major in forestry, natural resources management or parks and recreation

management may be substituted for the required experience.

Valid driver's license

Knowledge of the methods, techniques, safety practices and procedures of forests and park management.

Ability to understand, apply and explain the laws, rules regulations governing assigned unit activities.

Ability to maintain a calm manner, make decisions and act quickly in emergency situations.

Ability to communicate effectively with staff and park visitors.

Must work weekends, holidays and evenings.

**Salary:** \$1116.12 bi-weekly

DCR is committed to Affirmative Action: People of color, women, veterans and

Physically challenged are encouraged to apply.